
Auditee :	HANGZHOU LINAN SAIMEI FURNITURE CO., LTD
Audit Date From :	13/05/2020
Audit Date To :	13/05/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV NORD GROUP
Auditor's Name(s) :	Allen (Lujie) Le(Lead)
Auditing Branch (if applicable) :	



This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.
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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p style="text-align: center;">A Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
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<p style="text-align: center;">B Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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B	B	B	B	B	B	B	B	B	B	C	C	C																													
<p style="text-align: center;">C Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
A	A	A	A	A	A	A	A	A	C	C	C	C																													
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C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p style="text-align: center;">D Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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D	D	D	D	D	D	D	E	E	E	E	E	E																													
<p style="text-align: center;">E Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p style="text-align: center;">Zero Tolerance</p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

Main Auditee Information



Name of producer :	HANGZHOU LINAN SAIMEI FURNITURE CO., LTD		
DBID number :	341773		
Audit ID :	180120		
Address :	No.58 Datang road Kejia Village Jinnan Street Linan Hangzhou		
Province :	Zhejiang	Country :	China
Management Representative :	Di Sheng		
Contact person:	Di Sheng	Sector :	Non-Food
Industry Type :	Construction	Product group :	Furnitures
Product Type :	Metal chair, metal table and barstool		

Audit Details 

Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input checked="" type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 13/05/2021	

Rating per Performance Area (PA)

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	B	A	A	B	D	B	A	A	A	A	B	A

Executive summary of audit report

[Location and size]:
 This was a semi-announced full audit for HANGZHOU LINAN SAIMEI FURNITURE CO., LTD. 杭州临安赛美家具有限公司 (913301856998499040), which was located at No.58 Datang Road,Kejia Village,Jinnan Street,Linan, Hangzhou,Zhejiang 浙江省杭州市临安区锦南街道柯家村大塘路58号, while the address on the business license was Kejia Village,Jinnan Street,Linan, Hangzhou,Zhejiang 浙江省杭州市临安区锦南街道柯家村. The management preferred to use the detailed address to keep consistency with amfori BSCI platform.

Based on the business license, the factory was established on Mar. 11 2010, and its business operation validity was till to long term. The auditor verified the business license with the address, legal entity representative, business scope, and other information according to website <http://www.gsxt.gov.cn/>. The local factory name and address were same as above.

[Structure of facility]:
 In view of the plant, there were one 5-storey production building and one 2-storey production building in the boundary. The auditee rented the 1F-4F of the one 5-storey of production building and one 2-storey building for operation; the 5F of the one 5-storey of production building was used by the landlord. Per factory tour, workers interview and management interview, the auditee and the other facility in the plant operated independently, owned independent workshops and individual management team and there was no business relationship with the auditee. The auditee also did not share employees and management with the other facility in the plant. Total construction areas of the auditee used were approximately 11000 square meters. The factory did not provide canteen, dormitory or transportation to workers.

The factory specialized in the manufacture of Metal chair, metal table and bar stool. Its capacity was approximately 15000 sets per month. Production activities are mainly including woodworking, coating, cutting, sewing, assembly and packing.

[Employee analysis and summary of working hours and wage]:
 Total of 46 employees were currently working at the factory, which included 21 female employees and 25 male employees. The ethnic backgrounds of employees were all Chinese, 22 workers were migrated from other Provinces, such as Sichuan, Anhui and etc. All workers were recruited by the factory directly. The age of employees was from 26 to 60 years old. According to management and provided records, the factory used face identification and fingerprint attendance system to record workers' working hours. One shift was arranged to all employees: 08:00-11:30, 13:00-17:30, if OT 2 hours from 18:00 to 20:00. Maximum 2 hours overtime per day, 14 hours overtime per week, 54 hours overtime per month and 1 day off after 6 days consecutive working days was guaranteed. Wages for all employees were calculated on hourly rated basis. The regular overtime and rest day overtime was paid at 150% and 200% of regular rate, respectively. Employees were paid at the end of each month for previous payment cycle by cash. As per factory management, there was no obvious peak production month in the factory. No organized union was established in the factory, but 1 worker representative was elected by workers in Apr. 2019. According to the 10 sampled employees' payroll records and attendance records in Nov. 2019, Dec. 2019 and Mar. 2020, it was noted that the minimum hourly wage of the sample workers was RMB 14.95 in all months, which was higher than the local legal minimum hourly rate standard (local minimum hourly wage was raised from RMB 11.55 since Dec. 1, 2017).

[Summary of social insurance]:
 There were total 46 workers employees including 5 retired workers and no new comer in the last month, thus 41 workers should participate in social insurance. As per the social insurance website checking and social insurance payment sheet (records from May 2019 to Apr. 2020) review, 13 out of 41 employees were not provided with medicare insurance, endowment insurance, child-bearing insurance, unemployment insurance and injury insurance. Base on workers interview, some workers said that they had bought the rural social endowment insurance by themselves in their hometown. They did not want to participate the social insurance due to it was more expensive. The management explained that social insurance were paid according to employees personal willingness and they did not collect the information regarding workers on rural social endowment insurance and did not know how many workers participated the rural social endowment insurance.

[Summary of closing meeting]:
 All the findings were discussed with the management in the closing meeting. The factory signed the onsite finding report. The auditor reminded the factory that they should submit the Remediation Plan into the amfori BSCI Platform within 60 days. The management was receptive of all the findings and gave the willingness to take appropriate corrective actions.

The performance areas needed improvement were PA1, PA2, PA5, PA6, PA7, PA8 and PA12.

Remark
 There was no contractor or agency used by the auditee, which makes the agency labour contract or contractor license/permit not applicable; there was no collective bargaining agreements in the factory; there was no Fire Safety Inspection Certificate and Construction Completion Inspection Report in the factory; the auditee did not obtain any government waivers.

Ratings Summary



Auditee's background information			
Auditee's name :	HANGZHOU LINAN SAIMEI FURNITURE CO., LTD	Legal status :	Co., Ltd.
Local Name :	杭州临安赛美家具有限公司 (913301856998499040)	Year in which the auditee was founded :	2010
Address :	No.58 Datang road Kejia Village Jinnan Street Linan	Contact person (please select) :	Di Sheng
Province :	Zhejiang	Contact's Email :	sunny@saimeifurniture.com
City :	Hangzhou	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	N30°12'26" E119°42'40"	Total turnover (in Euros) :	2600000.00
Sector :	Non-Food	Of which exports % :	95.00
Industry :	Construction	Of which domestic market % :	5.00
If other, please specify :		Production volume :	15000 sets per month
Product Group :	Furnitures	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	Yes
Product Type :	Metal chair, metal table and barstool		

Auditee's employment structure at the time of the audit			
Total number of workers :	46	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	25	21	
Temporary workers	0	0	
In management positions	9	6	
Apprentices	0	0	
On probation	0	0	
With disabilities	0	0	
Migrants (national citizens)	12	10	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	25	21	
Production based workers	16	15	
With shifts at night	0	0	
Unionised	0	0	
Pregnant	-	0	
On maternity leave	-	0	

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: D

Deadline date:12/08/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory established social compliance management policies, procedure and organization structure to implement amfori BSCI Code of Conduct. Mr. Di Sheng/Sales Manager was responsible for the implementation of amfori BSCI values and principles. The factory respectively conducted the internal CSR audit and management review on Nov.1 2019 and Dec.13 2019. The factory selected their significant suppliers by taking not only price and quality into consideration, but also social performance capability with respect to the amfori BSCI requirements. The factory established supplier social performance monitor procedure, and the suppliers monitoring records were provided for review. amfori BSCI Code of Conduct and Terms of Implementation for Business partner were signed by main suppliers. As claimed by factory management that no subcontractor was used in the factory.

工厂建立了社会责任管理方针、程序及组织架构来执行amfori BSCI行为准则，销售经理盛迪先生负责该行为准则的实施遵循amfori BSCI价值和原则要求。工厂分别在2019年11月01日和2019年12月13日进行了社会责任内审和管理评审。工厂在选择供应商时，不仅考虑价格和质量，还考虑了社会责任绩效来符合amfori BSCI要求。工厂建立了供应商的社会责任绩效的监控程序，供应商的监控记录已提供查阅。主要供应商也签署amfori BSCI行为准则和商业伙伴专用实施条款。管理层表示没有使用分包商。

- 1.1 - The factory had established the amfori BSCI management manual and procedures and the amfori BSCI management system was reviewed by management regularly. However, the amfori BSCI management system established by factory was still incomplete that some issues were identified on workers involvement and protection, fair remuneration, decent working hours and EHS. The amfori BSCI management representative stated that the operation on social responsibility was mainly based on learning from local government departments (including Labor Department, Fire Bureau, Safety Bureau, Environmental Protection Agency and etc.). And the factory did not have a systematic planning on observing and supervision. And stated it was busy in the workshop, hence some of the EHS issues were raised due to their ignorance.
工厂建立了amfori BSCI管理手册和程序文件，并且amfori BSCI管理系统被定期进行评审。但是amfori BSCI管理系统仍然是不完善的，在员工参与和保护，公平报酬，体面工作时间和环境健康安全方面等都还存在问题。amfori BSCI管理者代表表示，工厂社会责任的运作主要通过向当地政府部门（包括劳动部门、消防局、安监局、环保局等）学习。并且工厂在遵守和监督方面没有系统的规划，并且解释说由于车间比较忙，因此管理层疏忽导致有环境健康和安全的问题出现。
- 1.4 - The factory had established production capacity assessment procedure. However, the factory didn't have a good capacity planning to meet the expectations of the delivery order, which led to the monthly overtime hours exceeded legal requirement. Through management interview, they understood the production rate and date of delivery, but the factory did not consider the compliance of workers' overtime-working hours during the production capacity planning. The factory did not hire enough employees or properly organize to meet the production requirement. They could not ensure workers' overtime hours in accordance with the law requirements when the factory could meet the requirements of the client orders continually.
工厂制定了生产能力评估程序，然而工厂没有一个完善的产能计划去完成预期的订单交货以致于月加班时间超过法规要求。根据管理人员访谈，他们清楚了解工厂生产效率和交货期，但工厂在产能规划期间未考虑员工加班工作时间的合规性，工厂未聘请足够的员工或更好地组织来满足生产的需求。工厂在产能持续满足客户订单需求的同时，无法确保工人的加班时间符合法规要求。

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: B

Deadline date:12/08/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory had set up the policy and procedure on worker involvement and protection to comply with amfori BSCI Code of Conduct. 1 workers' representative was elected by workers freely, the management hold meeting with worker representatives regularly. amfori BSCI Code of Conduct was posted onsite. Grievance mechanism procedure had been established, workers and communities could lodge grievances through such a mechanism. Workers also could express any suggestion or complaint through workers' representative or leader directly or suggestion box without any retaliation. There was no any complaint in the last one year.
工厂依据amfori BSCI的行为准则建立了员工参与和保护的方针政策和程序文件。工人自由选举出了1名工人代表，管理层与员工代表定期举行例行会议。amfori BSCI行为准则张贴在现场。企业建立了申诉机制，员工和社区可以通过该机制表达诉求。员工也可以直接与员工代表或领导或意见箱提出意见或投诉，不会遭受打击报复。在过去一年内，无员工进行过申诉。

- 2.2 - The auditee didn't define long term goals to protect workers according to the amfori BSCI values and principles or its amfori BSCI performance, including how to reduce overtime hours and improvements of social insurance compliance. And the factory didn't reflect a step-by-step approach toward sustainable improvements.
被审核方没有根据amfori BSCI价值和原则或其amfori BSCI表现去定义长期的目标去保护员工，比如降低加班时间和提高社保参保率等，并且工厂也未制订逐步可执行的计划以持续改善员工保护。
- 2.4 - The amfori BSCI Code of Conduct was posted in public and amfori BSCI COC training was provided to employees, but 5 out of 10 interviewed employees reported that they are not aware of the content of amfori BSCI Code of Conduct, such as Workers Involvement and Protection, Ethical Business Behaviour and etc.
尽管amfori BSCI行为准则张贴在现场，而且工厂为员工提供了amfori BSCI行为准则培训。但是，10名访谈员工中有5名员工汇报不了解amfori BSCI行为准则的内容，比如员工参与和保护以及商业道德行为等。

Remarks from Auditee:

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Workers right to bargain collectively was respected and workers can participate associations on their own will if legally permitted. No strike happened and no trade union existed in the auditee. 1 worker representative was freely elected by workers on Apr.11 2019. Based on workers representative interview, no discrimination was found against worker representative, the worker representatives freely contacted workers in the workplace at any time.</p> <p>工人集体协商的权利得到尊重，法律允许情况下工人可以根据自己意愿参加协会。被审核方没有发生过罢工情况也没有工会。工厂在2019年4月11日选举产生了1名工人代表。根据员工代表访谈，工厂没有对员工代表的歧视行为，工人代表可以自由开放的接触工人。</p>	
Remarks from Auditee:	
Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory established Anti-discrimination procedure and provided relevant training to workers, such as no examination of the hepatitis B virus and HIV before employment, no discrimination on hiring, compensation, promotion and access to training, and man and woman earned equal pay for same work. The management was provided with the anti-discrimination training. Written disciplinary procedure was established according to the law, and provided training to employees and managers.</p> <p>工厂建立了反歧视的程序文件，并给员工提供了相关的培训，例如不得要求工人在入职前进行乙肝病毒和艾滋病毒检测，在晋升，培训，待遇方面不允许有区别对待，男女同工同酬。管理层接受了禁止歧视的培训。企业按照法律规定建立了惩戒措施的书面程序，并且给员工和管理人员进行了培训。</p>	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: B	Deadline date:12/05/2021
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>The factory had established compensation and wage procedure according to amfori BSCI Code of Conduct and local law. Payrolls from Apr. 2019 to Mar. 2020 were provided and reviewed during audit. Workers were paid by cash at the end of each month, worker signed in pay-list when wages were paid. Pay slips were also provided to employees. Based on 10 sampled employees payrolls and attendance records, the wages were paid by hourly rate and the minimum wage was RMB14.95 per hour, which was higher than the legal minimum wage (RMB2010 per month/RMB11.55 per hour since December 2017). The factory paid 150%, 200% and 300% of normal wage to employees for overtime work on normal working days, rest days and statutory holidays respectively and the factory provided leave according to employees application and legal requirement on paid basis. Maternity benefit was provided to female employee who is legally entitled to this welfare as per legal requirements. No illegal or unreasonable deduction had been identified through document review or reported by the interviewed workers.</p> <p>工厂依据amfori BSCI行为守则和当地法律法规建立了薪酬福利的程序文件。2019年04月至2020年03月期间的工资表被提供和评审。每月月底，工厂以现金支付工人上月的工资，在工资发放给员工时需要在工资表上签字确认。有工资条提供给员工。依据10名抽样员工的工资表和考勤，所有员工工资以时薪支付，最低工资为每小时人民币14.95元，高于法定最低工资标准（当地最低工资从2017年12月开始为2010元每月/11.55元每小时）。工厂按正常工资的150%，200%和300%的比率支付员工在正常工作日、休息日和法定假日的加班工资并且工厂按照法律要求以及根据员工申请提供了带薪假期并给符合要求的女性员工提供了产假。通过员工访谈及记录查询没有发现任何形式的不合理扣款。</p>	
<p>5.5 - Insufficient social insurance participated. There were total 46 workers employees including 5 retired workers and no new comer in the last month, thus 41 workers should participate in social insurance. As per the social insurance website checking and social insurance payment sheet (records from May. 2019 to Apr. 2020) review, 13 out of 41 employees were not provided with medicare insurance, endowment insurance, child-bearing insurance, unemployment insurance and injury insurance. Base on workers interview, some workers said that they had bought the rural social endowment insurance by themselves in their hometown. They did not want to participate the social insurance due to it was more expensive. The management explained that social insurance were paid according to employees personal willingness and they did not collect the information regarding workers on rural social endowment insurance and did not know how many workers participated the rural social endowment insurance. Reference law: Social Insurance Law of the People&Republic of China (2010), Article 10, 23, 33, 44 &53. Remark: Per management interview and document review, there were 32 trading company employees affiliated in the factory for social insurance due to the trading company was established by the factory boss' children.</p> <p>社会保险参保不足。工厂总共46名员工，其中包括5名退休员工以及最近一个月没有新进员工，因此41名员工需要参加社保。根据社保网站的检查和社保缴费凭证(自2019年5月至2020年4月的记录)的查看，工厂没有为41名员工中的13名员工购买医疗保险，养老保险，生育保险，失业保险和工伤保险。基于员工访谈，部分受访的员工表示他们已经购买了新型农村合作医疗保险。他们不愿意购买社保因为它比社保更便宜。工厂管理解释说，社保缴纳是根据员工的个人意愿的，并且他们没有去收集参加新型农村合作医疗保险的信息也不清楚有多少名员工参加了新型农村合作医疗保险。参考法规：中华人民共和国社会保险法（2010）第10、23、33、44和53条。备注：管理人员访谈和文件检查，32名贸易公司员工社保挂靠在本工厂，由于贸易公司由被审核方老老板子女所开。</p>	
Remarks from Auditee:	

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: D

Deadline date:12/05/2021

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory established working hour procedure and provided relevant training to workers which defined that normal working hours were 40 hours per week, maximum 3 overtime hours per day and 36 OT hours per month. The factory used face identification and fingerprint attendance machine to record workers' working hours. Their regular work days were from Monday to Friday with 8 hours per day. All employees: 08:00-11:30; 13:00-17:30, if OT needed 18:00-20:00. Sampled workers' maximum OT hours were 2 hour per day, 14 hours per week and 54 hours per month; the longest consecutive working days were 6 days. No overtime work was arranged on statutory holidays. No forced labor was found, all the overtime hours were voluntary. And workers have right to rest in resting breaks in every working day, such as go to toilet, drink water.

工厂建立了工时程序，并给员工提供了相关的培训，规定公司实行每周40小时的标准工时制，最多加班每天不超3小时，每月不超36小时。工厂使用面部识别和指纹考勤机记录员工的考勤。正常的工作时间为周一至周五每天8小时。所有员工1班：08:00-11:30；13:00-17:30，如果加班18:00-20:00。抽样员工最大加班时间为每天2小时，每周14小时，每月54小时；最长的连续工作天数是6天。未安排法定假日加班。无强迫劳动情形，所有加班都出于自愿。同时员工允许在工作时间获得必要的休息，如上洗手间，饮水等。

- 6.2 -** The factory didn't have effective system to control its overtime work compliance which caused the monthly overtime exceeded 36 hours in 9 out of 12 months due to the following reasons: 1) The working hour record system couldn't alert when overtime near or over the limits. 2) Per management interview, the management stated that there would be frequent overtime working if the product delivery was rush, and per workers interview, overtime is voluntary and they can refuse to work overtime, they wanted to OT for more wage, they accepted working appropriate overtime and no complaint on present OT hours. 3) Selected three months working hour records from 1 Apr. 2019 to the audit day to be reviewed, the monthly overtime of all 10 workers were 54 hours in Nov. 2019, the monthly overtime of all 10 workers were 44 hours in Dec. 2019, the monthly overtime of 10 workers were 44 hours in Mar. 2020. Reference law: China Labour Law, article 41.

公司没有有效的系统去控制加班，导致最近12个月中有11个月月加班超过36小时，因为以下原因：1)当其加班时间快超过或已经超过要求时，公司的考勤系统没办法预警。2)管理层访谈，管理层表示如果货期很紧急他们就会频繁加班，员工访谈，加班是自愿的，他们可以拒绝加班，想要加班来获得更多的工资，接受适当的加班并且对目前的加班时间没有抱怨。3)审核员查看了从2019年4月1日至审核当天考勤，三个月的抽样情况如下：2019年11月抽样的所有10个员工月加班54小时，2019年12月抽样的所有10个员工月加班44小时，2020年3月抽样的所有10个员工月加班达44小时。参考法律法规：中华人民共和国劳动法第四十一条。

Remarks from Auditee:

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: B

Deadline date:12/08/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory had established management system on health and safety, including the identifying and awareness of related legal regulation, health and safety check, training and etc. Mr. Di Sheng/Sales Manager was appointed as the management representative for health and safety. The facility carried out risk assessments for healthy, safety and hygienic working conditions regularly, which covered production processes, each position, production equipment, young workers and other particularly employees, source of danger etc., corresponding preventive or remedial measures of risk was established. OHS trainings such as evacuation and firefighting drill, first aid knowledge, safety operation, chemical using, PPE using and etc. were provided to relevant employees. Sufficient firefighting equipment such as fire extinguishers and fire hydrants were installed and inspected monthly. Evacuation routes were not blocked, all safety exits were kept open during working time, evacuation plans were posted throughout each workshop and understood by all interviewed workers. Fire alarms, emergency lights and exit signs were installed properly and inspected monthly. By testing onsite, fire hydrant, emergency lights and fire alarm were effective. Clean drinkable water was available in workshops. 1 qualified first aider was available in the factory and the first aid kits with adequate necessary supplies were provided to employees in production site. As per management confirmation and interview with employees, there was no pregnant employee existed in the past year. Health and safety training was documented. No serious injury happened in the past year. No kitchen, canteen, dormitory and transportation was provided to workers by the facility.

工厂已建立完整的健康安全管理体系统，包括相关法规的识别与了解，健康安全巡查，培训等。销售经理盛迪先生被任命为管理者代表来负责健康安全事宜。企业定期对工作场所进行了风险评估，涵盖了生产流程、岗位、生产设备、未成年工和其他特殊员工、危险源等，相应风险的预防或改善措施也已经建立。职业健康安全培训例如疏散消防演习，急救知识，安全操作，化学品使用，劳保用品使用等提供给了相关员工。足够的消防设施如灭火器和消火栓已安装并每月进行检查。逃生路线未被堵塞，所有安全出口在上班期间保持打开，疏散图张贴在每个车间并能够被所有访谈的员工充分理解。警铃、应急灯与安全出口标识合理安装并每月进行检查。通过现场测试，消火栓、应急灯和警铃可正常使用。干净的饮用水提供在生产车间。工厂有1名具有资质的急救员，配备足够药品的急救药箱提供在生产场所。根据工厂管理人员确认以及员工访谈，在过去一年内企业无怀孕员工，健康安全培训均已记录。过去一年没有发生过严重的工伤。工厂没有提供厨房、食堂、宿舍和交通设施给员工。

7.2 - Employment injury insurance did not cover 18 out of 46 employees. Reference Law: Article 33 of Social Insurance Law of PRC and PRC Labor Law Article 73. Remark: The factory had set up industrial accident precautionary policies and process and identified the H&S risks during production activities. And the factory had also worked out relevant precautionary measures. Safety trainings were also provided. Per management interview, it was noted that no work-related injuries were noted in the past 12 months in the factory.

工伤保险没有覆盖到46名中的18名员工。参考法规：《中华人民共和国社会保险法》第33条和《中华人民共和国劳动法》第73条。备注：工厂制定了工伤管理的流程和政策，并识别了生产过程中的健康安全风险，制定了相关的预防措施。工厂亦提供了安全方面的培训，通过管理层访谈，在过去12个月内没有发生工伤事故的发生。

7.3 - 1.It was noted that factory did not conduct the occupational hazards factors at the coating and woodworking workstation. The management stated that they would arrange test soon. Laws and Regulations: Provisions on the Supervision and Administration of Workplace Occupational Health, Article 20.2.The factory could not provide the pre-service and post-service occupational health examination reports of the coating and woodworking workers for review.Reference law: PRC Law of Prevention and Control of Occupational Diseases article 35.

1.评估中工厂未在表面处理岗位和木工岗位进行职业危害因素检测，管理层说他们会尽快安排检测。参考法律法规：《工作场所职业卫生监督管理规定》第20条。2.工厂不能提供部分表面处理工人和木工工人的岗前和离岗时的职业病体检报告供评估。参考法律：《中华人民共和国职业病防治法》第35条。

7.6 - The factory did not have an effective system towards PPE management: 1) one painting worker did not wear the provided gas mask and safety clothes; 2)one blasting worker was not wearing the provided safety cap and safety shoes during operation;3) 2 cleaning workers did not wear the provided gloves during operation. Moreover, the factory did not provide documents to prove that procedures had been established to control the quality and quantity of PPE to ensure that high-quality PPE could be provided to all workers. The interviewees reported that the PPEs were provided free of charge, but they sometimes did not wear, as felt inconvenient. Reference law: Law of the PRC on Work Safety.

工厂没有建立有效的个人防护用品管理体系：1)1名刷漆员工在工作时没有佩戴工厂提供的防毒面具和防护服;2)1名抛丸员工没有佩戴了提供的安全帽和劳保鞋; 3)2名清洁员工操作时没有佩戴提供的手套。此外，工厂没有提供文件以证明工厂建立相关程序来控制个人防护用品的数量和质量，确保足够高质量的个人防护用品发放到每一名员工手中。受访员工表示所有劳保用品都免费提供，但是由于觉得不方便，他们有时候没有佩戴。参考法律：《中华人民共和国安全生产法》。

7.7 - 1.Per factory tour, it was noted that 50% chemical(paint and glue) were stored in the production area without 2nd container. Reference law: Regulation for Safety of Dangerous Chemical article 20. The management claimed that they would correct as soon as possible.2.No label for 60% paint was stored in the chemical warehouse. Reference law: Regulation for Safety of Dangerous Chemical article 12.

1.走厂发现，50%化学品（油漆和胶水）存放在生产区域没有配备二次容器。参考法律法规：危险化学品安全管理条例第20条。管理层表示他们会尽快改进。2.化学品仓库60%油漆没有张贴标识。参考法律法规：《工作场所安全使用化学品规定》第12条。

7.9 - The factory did not post occupation hazard notification card in woodworking workshop and coating workshop. Reference law: Law of the People's Republic of China on the Prevention and Control of Occupational Diseases, Article 24.

工厂在木工车间和表面处理车间没有张贴职业危害告知卡。参考法律法规：中华人民共和国职业病防治法，第二十四条。

7.11 - 1. The factory did not provide the construction completed acceptance reports or structural safety report for all the buildings,including one 5-storey production building, the total floor area were around 8000 square meters, finished construction on 2009; one 2-storey production building, the total floor area were around 3000 square meters, finished construction on 2014.Reference Law: Construction Law of the People's Republic of China, Article 61 2.The factory did not provide the fire safety acceptance proof or report for all buildings, including one 5-storey production building, the total floor area were around 8000 square meters, finished construction on 2009; one 2-storey production building, the total floor area were around 3000 square meters, finished construction on 2014. Reference Law: PRC Fire Prevention Law article 11 and Article 13.

1.工厂没能提供所有厂房的竣工验收报告或建筑结构安全报告，包括一幢5层的建筑，建筑面积约为8000平方米，在2009年建好；一幢2层的搭建厂房，建筑面积约为3000平方米，在2014年建好。参考法律法规：中华人民共和国建筑法第六十一条。2.工厂没能提供所有厂房的消防安全证明或报告，包括一幢5层的建筑，建筑面积约为8000平方米，在2009年建好；一幢2层的搭建厂房，建筑面积约为3000平方米，在2014年建好。参考法律法规：中华人民共和国消防法第十一条和第十三条。

7.13 - It was noted that at least 2 electrical boxes were not equipped with covers in the factory. Reference Law: General Guide for Safety of Electric User (GB/T 13869-2008), 6.7. The management stated that they would correct as soon as possible.

审核发现工厂内至少2个电箱没有配备防护盖。参考法律法规：用电安全导则 GB/T 13869-2008, 6.7。工厂管理解释他们会尽快整改。

7.17 - 1.Per factory tour, there were 2 cargo lifts in the factory, but no inspection reports for 2 cargo lifts were maintained for review. Laws and Regulations: Regulations on Safety Supervision over Special Equipment, Article 28.2.The factory did not provide valid certificate of the cargo lift administrator. Reference law: Special Appliance Quality Safety Monitoring Regulation article 38.3.Per factory tour, there was no antikick hook installed for one travelling crane at the blasting section and there was no pulley safety guards and eyesheed for 5 sewing machines. Reference law: General rules of design on health and safety of production facility (GB5083-1999), Article 6.1.2.

1.走厂发现工厂有2台货梯，但是2台货梯没有检测报告供审核。参考法律法规：《特种设备安全监察条例》第28条。2.审核发现工厂未能提供货梯管理人员的资格证书。参考法律法规：《特种设备安全监察条例》第38条。3.现场发现，抛丸区域的一台行车没有安装防滑钩，缝绉车间大约5台缝绉机没有安装皮带轮防护罩和挡针器。参考法律法规：生产设备安全卫生设计总则 (GB5083-1999)第6.1.2条。管理人员表示其会尽快改善。

<p>7.22 - Per factory tour, no basic supplies, such as toilet paper or soap, were available in the toilets. The management stated that they would take correction action as soon as possible. 走厂发现，工厂车间的卫生间没有提供基本备品如厕纸肥皂。管理层表示他们将尽快采取纠正行动。</p>
<p>Remarks from Auditee:</p>
<p>Performance Area 8 : No Child Labour</p>
<p>Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: A Deadline date:12/08/2020</p>
<p>GOOD PRACTICES:</p>
<p>AREAS OF IMPROVEMENT:</p> <p>The factory established a policy that will never employ and use any child labor under the age of 16 years old. Furthermore, the factory also established adequate and remedial policies and procedures to provide for further protection in case children are found to be working. Trainings on this issue is included in the training scheme and were periodically provided to HR staffs and all other relevant employees. All workers' original ID cards at the time of recruitment will be verified and the photocopies of workers' ID cards will be kept in the personnel files, which will be also periodically reviewed. Based on factory tour and personnel profiles review, no child labor was found. 工厂制定了程序禁止招聘年龄在16岁以下的员工。同时，工厂也制定了相关的童工补救相关的程序。工厂提供的培训记录也显示定期向HR员工和相关员工提供了培训。工厂在员工招聘的过程中严格审查了员工的身份证明文件并将该文件的复印件保存在了人事档案中，并定期进行查看。通过查看现场和员工的人事档案，审核员没有发现童工。</p> <p>8.2 - Per document review, no workers' recent photos were posted in the personnel files and the recent photo was not asked for provided to verify the age in the recruitment procedure, per management and recruitment director interview, the management was not aware of the recent photos on verify workers age at recruiting, which was the risk to verify the age and identity information. 文件检查，人事档案没有保留员工的近照并且招聘程序也没有要求提供近照来核实年龄，管理层和招聘负责人访谈，招聘时他们没有意识来通过近照核实员工的年龄，这些对于核实员工的年龄及身份信息存在风险的。</p>
<p>Remarks from Auditee:</p>
<p>Performance Area 9 : Special protection for young workers</p>
<p>Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: A Deadline date:</p>
<p>GOOD PRACTICES:</p>
<p>AREAS OF IMPROVEMENT:</p> <p>The factory had ensured protective measures taken to protect the hired juvenile workers from harm via detailed procedures and trainings. The factory provided trainings to relevant management staffs to ensure that juvenile workers (16 years old to 18 years old) not to work overtime, work at night and work at the operating posts which do harm to their health. And the factory did not hire employee under the age of 18 years old. 工厂通过详细的程序和培训对已雇佣的未成年工进行相关保护措施。工厂为相关的管理人员提供了培训来确保未成年工（介于16到18岁间）不加班，不在晚上上班，不在对其身体健康产生负面影响的工作岗位上上班。工厂没有招聘18岁以下的员工。</p>
<p>Remarks from Auditee:</p>
<p>Performance Area 10 : No Precarious Employment</p>
<p>Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: A Deadline date:</p>
<p>GOOD PRACTICES:</p>
<p>AREAS OF IMPROVEMENT:</p> <p>Labor contracts were all concluded between the factory and workers. The contracts statement included the description of working hours, training, rest time and leave etc. which were in accordance with legal requirement and ILO. Meanwhile, the factory provided a copy of contract to every worker. Based on interview statement of workers, workers understood well of the content of labor contract and no illegal employment was identified during the audit. 工厂和每个员工均签订了劳动合同，劳动合同的内容包括工时，培训，休息时间和假期，报酬和支付条件，这些内容均符合法规以及国际标准。同时工厂提供了一份劳动合同副本给员工。通过员工访谈，员工均了解劳动合同内容，审核过程中，工厂无不符合法规的用工形式存在。</p>
<p>Remarks from Auditee:</p>
<p>Performance Area 11 : No Bonded Labour</p>
<p>Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: A Deadline date:</p>
<p>GOOD PRACTICES:</p>
<p>AREAS OF IMPROVEMENT:</p> <p>The factory established the anti-forced labor procedure, the employee handbook is given to all workers stated that workers could resign after prior written notice, and they would be given their full wages on their last day of work. No forced labor case was found. Workers could leave the factory after shift end. No personnel salary, benefits, property or documents were withheld by the factory to pressurize the workers to continue to work in case they were unwilling due to any reason. The training about anti-forced labor was provided for workers. 工厂建立了禁止强迫劳动的程序，并在员工手册中规定，工人提前通知相关部门后即可离职，并且能在离职的最后一日获得当月工资。没有强迫劳动的案例发生。工厂可以在下班后自由离开工厂。工厂未扣押员工薪资、福利、财产以迫使员工在非自愿的情况下继续工作。工厂给员工提供了禁止强迫劳动的培训</p>
<p>Remarks from Auditee:</p>

Performance Area 12 : Protection of the Environment

Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: B

Deadline date:12/10/2020

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory established the environment procedure including environmental emergency procedure, etc. Environmental law was collected and updated. There was no waste found to be dumped in natural environments, or burned on open fires. The factory provided the environmental training for workers. The factory established the energy saving procedure and water saving procedure and conducted the water saving plan. 工厂建立了环境程序，包括环境应急程序等。环境方面的法规收集并及时更新。评估中未发现工厂直接清倒废物或焚烧废物。工厂给员工提供了环境方面的培训。工厂建立了节约能源的程序和节约用水程序并制定了节水计划。

12.3 - Environmental protection acceptance check report upon completion of construction project could not be presented. Refer to article 17 of Measures for Administration of Environmental Protection Acceptance Check upon Completion of Construction Project.
没有提供建设项目竣工环境保护验收报告。参考《建设项目竣工环境保护验收管理办法》第十七条。

12.4 - 1.The factory did not transferred the hazardous wastes(such as waste paint containers and etc.) to the licensed vendor for disposing. Reference law: Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes,Article 57.2. The factory didn't monitor its noise level to comply with the requirement. Reference law: Law of the People's Republic of China on Prevention and Control of Pollution from Environmental Noise, Article 23 3. The factory didn't monitor its waste air emission from coating and woodworking section on periodic basis. Reference law: Measures for the Administration of Environmental Surveillance, Article 21

1.工厂未将其产生的危险废弃物(如废油漆空桶等)转移给有资质公司处理。参考法律法规：中华人民共和国固体废物污染环境防治法,第57条。2.工厂没有监测其噪音状况以确保其排放符合要求。参考法律法规：中华人民共和国环境噪声污染防治法 第23条 3.工厂未定期监测（表面处理和木工车间）废气的排放。参考法律法规：环境监测管理办法第21条

Remarks from Auditee:

Performance Area 13 : Ethical Business Behaviour

Full Audit [Audit Id - 180120] Audit Date: 13/05/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

The factory established procedures on business ethics, including opposing any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise. By cross checking with production record, inspecting record, worker interview and attendance record, no inconsistency was found. Suppliers were request to sign the anti-bribery commitment. Personal information protect procedure was also documented.

工厂建立了商业诚信方面的程序，包含禁止任何贪污、勒索或挪用行为、或任何贿赂形式。经过生产记录、检验记录、员工访谈和考勤记录交叉验证，没有发现不一致。工厂要求供应商签署了反贿赂承诺。个人信息保护程序也已经制定。

Remarks from Auditee:

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	13/05/2020	180120	D	B	A	A	B	D	B	A	A	A	A	B	A	C

Producer Photos



External photo(s) of the production unit(s)
Factory address.JPG



Photo of non-conformity
NC 7.6 one painting worker not wear the provided gas mask and safety clothes.JPG



Photo of the code of conduct on display
amfori BSCI COC posted in public.JPG



External photo(s) of the production unit(s)
Factory entrance.JPG



Photo of non-conformity
NC 7.8 the cleaning worker not wear the provided gloves during operation.JPG



Photo of the inside of the main production hall
Assembly and packing section.JPG



External photo(s) of the production unit(s)
Factory name.JPG



Photo of non-conformity
NC 7.7 No label for the paint stored in the chemical warehouse.JPG



Photo of the inside of the main production hall
Attendance machine.JPG



External photo(s) of the production unit(s)
Production buildings.JPG



Photo of non-conformity
NC 7.7 the glue stored in the production area without 2nd container.JPG

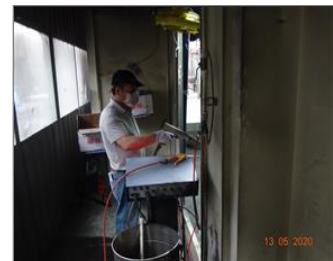


Photo of the inside of the main production hall
Coating section.JPG



Photo first aid facilities
Eye wash system.JPG



Photo of fire safety equipment
Assembly point.JPG



Photo of the inside of the main production hall
Painting section.JPG



Photo first aid facilities
First aid kit.JPG



Photo of fire safety equipment
Emergency light testing.JPG



Photo of the inside of the main production hall
Raw material section.JPG



Photo of chemical storage room (if applicable)
Chemical section.JPG



Photo of fire safety equipment
Emergency plan.JPG



Photo of the inside of the main production hall
Sewing section.JPG



Photo of non-conformity
NC 7.13 the electrical box not equipped with covers.JPG



Photo of fire safety equipment
Exit sign and emergency light.JPG



Photo of the inside of the main production hall
Suggestion box.JPG



Photo of non-conformity
NC 7.17 no antikid hook installed for one travelling crane at the blasting section.JPG



Photo of fire safety equipment
Fire alarm.JPG



Photo of the inside of the main production hall
Woodworking section.JPG



Photo of non-conformity
NC 7.17 no eyeshield for the sewing machine.JPG



Photo of fire safety equipment
Fire extinguishers.JPG



Photo of the sanitary facilities
Drinking area.JPG



Photo of non-conformity
NC 7.17 no pulley safety guards for the sewing machine.JPG



Photo of fire safety equipment
Fire hydrant testing.JPG



Photo of the sanitary facilities
Toilets.JPG



Photo of non-conformity
NC 7.22 no basic supplies such as toilet paper or soap available in the toilets.JPG



Photo of fire safety equipment
Fire hydrant.JPG



Photo of the personal protection equipments (if applicable)
The worker wear ppe during operation.JPG



Photo of non-conformity
NC 7.6 one blasting worker was not wearing the provided safety cap and safety shoes during operation.JPG